

PRESIDENT

The President shall act as the Committee chair and be ultimately responsible for the conduct of the society.

- Only incoming third year UG Law Students may run for this position
- Only one student may hold this position.
- They will oversee all aspects of the society, that is looking over the work of the elected members of the Law Society
- They will represent the society and its members' interests at departmental and faculty meetings held by the school of law.
- They may appoint Law Society volunteers to assist in the work of the elected officers.
- They will have sole responsibility for the SOAS Law Society official email.
- They will act as a liaison between the School of Law and SOAS Students' Union on behalf of the SOAS Law Society.
- They will have to release the meeting action points two days prior the meeting being held.

VICE PRESIDENT

The Vice President shall be responsible to the Committee for general assistance to the President.

- They will chair committee meetings in the absence of the President.
- They will propose disciplinary proceedings to the President for any member considered to be failing in their duty as elected officers of the Society.
- They will establish and maintain inter-collegiate initiatives and relationships with the other University of London colleges.
- They will represent the President at events which they are unable to attend.

SECRETARY

The Secretary shall be responsible to the Committee for the administration of the society, including but not limited to:

- Drafting and management of the Law Society regular newsletters.
- Care and maintenance of the Society's online presence, including but not limited to, the Law Society website, and social networking profiles including Facebook, Snapchat and Twitter.
- Communication with all office-bearers in the society and informing them of meetings.
- Taking minutes during meetings and uploading/distributing them for the benefit of all members.
- Maintaining the list of members of the society and the work that the Society has done throughout the Academic Year
- Managing room bookings and handling logistics for all SOAS Law Society events. Room bookings shall be done one week in advance.

TREASURER

The Treasurer shall be responsible to the Committee for the finances of the society.

- They are to work alongside the President in securing finances and sponsorship from corporate law firms and other companies that the Law Society wishes to work with.
- They are to draft budgets as required.
- They are to oversee management of Law Society funds throughout the year. This includes, but is not limited to
 - i) Issuing invoices for all expenditures incurred in the running of the society and its events.
 - ii) Maintaining a regular spreadsheet for all earnings and expenditures incurred during the year and updating it regularly.
 - iii) Liaising with the General Secretary of the SOAS Students Union to ensure timely payments and reimbursements to all creditors of the society.

SOCIAL OFFICER

The Social Officer is responsible for the organisation and management of Social Events for UG Law Students.

- This includes the organisation of at least one major social event for the entire UG Law programme, most notably the annual SOAS Law Ball.
- They may also organise smaller events throughout the year, working with the Student Representatives of each year group to do so
- They are responsible for the publicity of such events, though they make wrk with other members of the Law Society to do so.
- They are to be Editors of the SOAS Law Society Twitter, Facebook and Squarespace accounts.

CAREER OFFICER

The Careers Officer is to act as the liaison between the SOAS Law Society and potential career opportunities.

- They are to organise talks and events with corporate law firms, and other career opportunities the Law Society believe may interest SOAS Law Students.
- They are to be the first point of contact with all career opportunities.
- They are responsible for the publicity of such events, though they make work with other members of the Law Society to do so.
- They are to liaise between the SOAS Law Society and its sponsors to ensure the timely and efficient organisation of their events at SOAS.

PRO BONO OFFICER

The Pro-Bono Officer is to act as the liaison between potential pro-bono opportunities and the SOAS Law Society.

- They are responsible for liaising with the management of the SOAS Lawyers Without Borders Society.
- They must find and introduce new Pro-bono opportunities and positions for all members of the society.
- They are to liaise with pro-bono groups and develop relations between SOAS and pro-bono opportunities.
- They are to maintain all existing relationships between the SOAS Law Society and Pro-bono groups, NGO's and volunteer organisations.

ALUMNI RELATIONS OFFICER

The Alumni Relations Officer is to act as the liaison between current SOAS law students and the law alumni network.

- They are responsible for organising one or more alumni networking events with SOAS law alumni.
- They are to facilitate mentoring opportunities between the alumni and current SOAS students.
- They are to work with other officers of the society to secure alumni as guests and speakers for their events.

NON-LAW OFFICER

The Non-Law Officer is to act as the liaison between SOAS non-law students and the SOAS Law Society

- They are responsible for outreach initiatives to non-law students at SOAS to gauge their interests and suggest events to be held accordingly.
- They are to liaise with law firms and organisations on behalf of the society to promote events and written content for any active blogs operated by the society.

BAR OFFICER

The Bar Officer is to act as the liaison between SOAS Law Society and SOAS Bar Society.

- They are to organise events in collaboration with the SOAS Bar Society to encourage student engagement with advocacy related fields and professional opportunities.
- They are to liaise with chambers and organisations on behalf of the society to promote events and written content for any active blogs operated by the society. Events could include dispute resolution competitions.

TECH OFFICER

The Tech Officer is responsible for the management and maintenance of the SOAS Law Society Website.

- Administratively deal with website and social media operations of the society as well as branding and advertising the society through internet platforms.